



EU/32/PP/2015

EGERTON UNIVERSITY

PUBLICATIONS POLICY

2015

Transforming Lives Through Quality Education
Egerton University is ISO 9001:2008 Certified

EGERTON UNIVERSITY

PUBLICATIONS POLICY 2015

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TABLE OF CONTENTS

Preamble	iv
PART I: GENERAL PROVISIONS	1
Article 1: University Vision, Mission and Core Values	1
1.1 Vision.....	1
1.2 Mission.....	1
1.3 Core Values.....	1
Article 2: Policy Statement	1
Article 3: Citation and Application of the Policy	2
Article 4: Definition of Terms	2
PART II: ASPECTS OF THE PUBLICATIONS POLICY	3
Article 5: Guiding Principles of the Publications Policy	3
Article 6: Purpose and Objective of the Publications Policy	3
Article 7: Scope	4
Article 8: Governing Law	4
Article 9: Compliance with Policy	5
Article 10: Publications Committee	5
Article 11: Ownership and Copyright of Egerton University Publications	6
Article 12: Authorship	6
Article 13: Ethics and Integrity of Publishing	7
Article 14: Editorial Standards and Processes	7
Article 15: Open Critique, Debate and Corrections	8
Article 16: Marketing of Egerton Publications	8
Article 17: Funding of Publications and Benefit Sharing	8

Article 18: Conflict of Interests.....	8
Article 19: Policy Review.....	8

Preamble

Egerton University's mandate as stipulated in The Universities Act No. 42 of 2012 includes advancement of knowledge; promotion of learning; quality teaching and research. Egerton has positioned itself to be a world class University guided by its vision and mission and is committed to ensuring that research outputs and new knowledge generated are widely disseminated and freely accessible so that the potential for economic, social and cultural impact can be maximized. Emphasis is on demand-driven, policy and market-oriented research that culminates in the development of new products, technologies, innovations and improved services. The Publications Policy provides the framework to guide all publications including journals, books, and conference proceedings produced by the University to ensure effectiveness of knowledge dissemination. The Policy should be read together with the Egerton University Statutes, Strategic Plan and other relevant policies.

PART I: GENERAL PROVISIONS

Article 1: University Vision, Mission and Core Values

1.1 Vision

A world class university for the advancement of humanity

1.2 Mission

To offer exemplary education to society and generate knowledge for national and global development

1.3 Core Values

The activities and decisions of Egerton University are guided by:

- a) National unity
- b) Internationalism
- c) Passion for excellence
- d) Professionalism
- e) Devotion to duty
- f) Integrity, Transparency and Accountability
- g) Social fairness

Article 2: Policy Statement

Egerton University is committed to generation and dissemination of knowledge through high quality publications. This is in compliance with the University Strategic Plan 2013-2018. Strategic Objective No. 6 under Strategic Goal No. 2 of the Plan obligates the University to increase research, consultancy and community outreach, and to generate and disseminate knowledge through publishing and other relevant fora.

Article 3: Citation and Application of the Policy

This Policy shall be cited as the Egerton University Publications Policy No. EU/PUB/POL/XXX **and shall apply to Egerton University staff, students**, researchers, academicians and any other person wishing to publish with the University.

Article 4: Definition of Terms

In this Policy, unless the context otherwise requires, the following terms shall have the meanings defined herein.

Author: A member of Egerton University who has generated a manuscript, or any other person collaborating with such an individual.

Book: A scholarly or creative work produced by a member of Egerton University individually or in collaboration with others.

Case Report: A publication that describes and interprets a unique event that may yield new or useful information.

Editor: A member of an editorial board who edits publications in his/her area of specialization.

Editorial Board: A panel of editors in charge of a particular type of publication that formulates the publication's guidelines and facilitates publication.

Extension Materials: Bulletins/brochures, posters, verbal communications, radio dramas or videos communicating relevant information to a target group.

Journal:A periodical scholarly publication consisting of peer-reviewed articles edited at University or Faculty level.

Egerton University Publications: Books, journals, bulletins, reports, software and other publications produced by Egerton University in any language and in any medium – including web, print, video, digital and audio.

Publications Committee: The Senate Committee that oversees the implementation of this policy.

PART II: ASPECTS OF THE PUBLICATIONS POLICY

Article 5: Guiding Principles of the Publications Policy

- 5.1 Egerton University recognizes the necessity to publish research findings and to disseminate information about new products, technologies and inventions developed by the University staff and students, individually or jointly with others within or without the University.
- 5.2 All Egerton University publications shall be of a high standard and shall accurately represent the University's image.
- 5.3 The Deputy Vice-Chancellor (Research and Extension) shall be responsible for the overall execution of this policy.

Article 6: Purpose and Objectives of the Publications Policy

- 6.1 The purpose of this policy is to regulate the production of Egerton University publications and to ensure that they are

of high standard, reliable and accurate, widely disseminated, and legally compliant across all media. The Policy shall be a point of reference for the University administration, staff, students and research partners in the development, ownership and marketing of publications.

6.2 The objectives of this policy are:

- i. To facilitate researchers and authors to publish original and high quality work.
- ii. To ensure efficient production of publications.
- iii. To define obligations of all stakeholders involved in the Egerton University publications.
- iv. To protect the interests and rights of the University, researchers and authors with respect to publications.
- v. To ensure equitable sharing of benefits accruing from the publications.

Article 7: Scope

This policy applies to all Egerton University publications including , Faculty-based Journals, Books, Manuals, Bulletins, Case Reports, Theses, Extension materials and Working Papers.

Article 8: Governing Law

This Policy shall be operationalized in accordance with relevant national laws, The Universities Act 2012, Egerton University Charter, University Statutes and any other Policies.

Article 9: Compliance with Policy

Editorial Boards shall specify the provisions applicable to authors for their particular publications within the requirements of this policy. To that end, authors shall sign the Egerton University Publications Policy Acceptance Form No EU/PUB/AF/XXX.

Article 10: Publications Committee

The University Senate Publications Committee, chaired by the Deputy Vice-Chancellor (Research and Extension), shall oversee the implementation of this policy.

The Publications Committee has the following membership:

- Deputy Vice-Chancellor (Research & Extension) - Chairperson
- Deputy Vice-Chancellor (Academic Affairs)
- Deans of Faculties
- Directors of Institutes and Schools
- Librarian
- Manager, Egerton University Press (EUP)
- Registrar R&E (Secretary)
- Two student representatives

Article 11: Ownership and Copyright of Egerton University Publications

11.1 The University shall own all Egerton University publications. Such publications shall bear the words “Published by Egerton University”.

- 11.2 Authors of Egerton University publications shall grant the University non-exclusive, irrevocable right to exercise any and all rights under copyright relating to their scholarly publications in any medium, provided that the publications are not sold for profit.
- 11.3 Egerton University acknowledges the legal rights of authors, namely the right of attribution, the right not to have authorship falsely attributed and the right of integrity in respect of certain copyright subject matter.
- 11.4 All Authors shall adhere to the University Intellectual Property Rights (IPR) Policy and in case of copyright infringement, the infringer will pay legal penalties for damages and profits as per Kenyan National Laws.
- 11.5 The authors shall receive copies of their publications once the publication process has been completed.

Article 12: Authorship

The order of the names of the authors shall reflect the extent of their contribution to the publication.

Article 13: Ethics and Integrity of Publishing

- 13.1 All manuscripts submitted for publication shall conform to acceptable ethical standards. The Publications Committee shall ascertain originality of the manuscripts submitted. Where the manuscript is based on research involving human and animal

subjects, the Committee shall verify that ethical approval was obtained.

13.2 The Publications Committee shall guard against dual publication, fabrication, falsification of research results or plagiarism. Where necessary, the Committee shall initiate investigation and make a decision on the fate of the manuscript and the author(s).

13.3 Authors shall acknowledge sources of funding for the research, collaborators and various forms of institutional and other support.

Article 14: Editorial Standards and Processes

14.1 All Egerton University publications shall have Editorial Boards answerable to the Publications Committee.

14.2 All Egerton University publications shall be peer reviewed.

14.3 The Editorial Boards shall ensure that the peer-review process is fair and objective according to guidelines of the particular publication.

14.4 Reviewers of manuscripts shall maintain confidentiality and observe the Intellectual Property Rights.

14.5 Editorial decisions shall be independent and final.

Article 15: Open Critique, Debate and Corrections

Egerton University encourages academic debate and constructive critique of its publications. The Editorial Boards shall receive any critique or opinions on any publication from the scientific community/general

readership and deliberate on it and recommend a response or correction where applicable.

Article 16: Marketing of Egerton Publications

The Directorate of Institutional Advancement shall be responsible for marketing the publications.

Article 17: Funding of Publications and Benefit Sharing

17.1 The University funds the production and distribution of its publications.

17.2 The benefits from the publications shall be shared as follows:

The University	70%
Author(s)	30%

Article 18: Conflict of Interests

18.1 All Reviewers shall declare any conflict of interest relating to a given publication, and sign the Conflict of Interest Declaration Form No. EU/PUB/CI/XXX.

18.2 In cases where a Conflict of Interest has been declared the Editorial Board shall reassign the manuscript to another reviewer.

Article 19: Policy Review

This Policy shall be reviewed every five (5) years or as need arises.

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